



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY INFANTRY CENTER
FORT BENNING, GEORGIA 31905-5000

REPLY TO
ATTENTION OF

ATZB-EO (600)

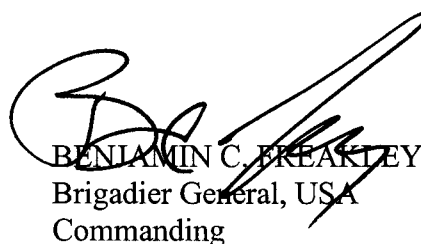
18 AUG 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Opportunity Complaint Procedures

1. The policy of the Department of the Army is to resolve legitimate complaints at the lowest level of command and to provide adequate procedures for such resolution. Commanders will ensure that soldiers are fully aware of procedures for obtaining redress of complaints including those against members of the chain of command.
2. Individuals are encouraged to first use the chain of command for redress of grievances. However, soldiers have the right to also present Equal Opportunity complaints to the Inspector General or to an Equal Opportunity Advisor. It is the responsibility of the chain of command or staff agency receiving the complaint to conduct an inquiry into allegations, determine if the complaint has merit and if so, assist the commander in resolving the complaint at the lowest level.
3. Upon completion of an inquiry or investigation, the complainant has the option to appeal the result to the next higher commander in his or her chain of command. The appeal must be in writing and submitted within seven (7) calendar days. Complaints that are not resolved at brigade level may be appealed to the General Court-Martial Convening Authority.
4. A copy of this memorandum will be posted on all unit bulletin boards, read by all personnel during unit in-briefing, and brought to the attention of all personnel at least annually.

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BENJAMIN C. FREAKLEY
Brigadier General, USA
Commanding

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Unit Bulletin Board